

**Minutes**  
**CDC/ATSDR Occupational Health and Safety Committee**  
**February 22, 2001**  
**Chamblee Campus, Building 102**

**In Attendance:** Kathi Kellar, NCID (Chair); Amanda Stoddard, ATSDR (Vice Chair); Bob Hill, OHS (Executive Secretary); Kyle Bachmeier, OHS (Recorder); Cherry Goodridge, AFGE; Doris Patillo, PHPPPO; Frieda Quarles, DCMO; Stirling Close, EPO; Mark Jackson, NCIPC; Joyce Rodriguez, NCEH; Patti Simone, NCHSTP; Bud Zebehazy, PSA; Kymber Williams, NCCDPHP; Jerry Gardner, FEO; Pat Blackwell, OHS (Clinic Medical Director); Allison Squires, NIOSH - Cincinnati (Envision); Frank Godbey, NIOSH - Cincinnati (Envision); Dan Browning, NIOSH - Morgantown (Envision)

**CIOs with No Member Attending:** OD; NCHS; NIP.

**Meeting Summary**

After introductions of all attending members, Kathi Kellar asked if there were any changes to the last minutes. No one offered any suggestions and Mark Jackson made a motion that the minutes be accepted. Kymber Williams seconded the motion and passed unanimously.

**OHSC Charter:** Amanda Stoddard discussed the OHSC Charter focusing on its need to be periodically reviewed. **ACTION:** The charter should be emailed to committee members and each member should review this and provide comments or suggestions for modification. Frank Godbey indicated that any policy goes to the EPC from us. He wondered if there should be something about this in the charter. Bob Hill explained that the Director's office sends the policies to the EPC for comments. The Director makes the final decision on safety policies.

**Fire Prevention Plan:** Bob Hill reported on the status of the Fire Prevention Policy indicating that it was undergoing editorial review within the Office of Health and Safety (OHS). There has been a lot of interest in this policy. A team from the Physical Safety Activity in OHS has been reviewing ignition sources and combustibles in each facility. From this information, a rough draft has been made. A copy will probably be available at the next OHSC meeting. Kymber Williams wanted to know what the sense of the policy was. Bob Hill indicated that it addressed the storage of flammables, open flames, heating devices, etc. It includes all spaces, both owned and leased. Doris Patillo asked if this would be implemented on a long-term basis, since fire prevention guidelines were done previously in the mid 1980s. She pointed out that these guidelines had been through a similar scenario through the Environmental Quality Council. Jerry Gardner wanted to know if an engineer has been involved in the development. Bob Hill replied that it will go to engineering for review and comment.

**Annual Meeting with CDC Senior Management:** Kathi Kellar reported that the OHSC Charter calls for an annual meeting with upper management. Dr. Richmond arranged a meeting with Ginny Bales [Deputy Director for Program Management] and Joe Carter [Associate Director for Management and Operations], which was attended by Kathi Kellar, Amanda Stoddard, Bob Hill,

and Jonathan Richmond. A one-page summary was passed out that included a summary of the OHSC Charter, significant accomplishments of 2000, and goals for 2001. The OHSC annual report was also distributed. Their comments were very positive and supportive for the work the OHSC had done. The meeting helped raise the awareness of the senior CDC management about the OHSC. At the end Kathi Kellar emphasized that the OHSC was very interested in the 2002 OHS Initiative that called for safety officers for each CIO.

### **Subcommittee Reports:**

**Subcommittee on Communications** - Kymber Williams reported their committee had a conference call to discuss prioritizing their goals - 1) safety references in the CDC/ATSDR Phone Directory (can be done quickly); 2) user-friendly safety resources - develop a plan to get them improved (will meet with Matt Sones, OHS Health Communication Specialist); 3) promotional items such as flip chart. They have established a time for the next meeting. OHS has started a newsletter that is distributed via email. Perhaps the OHSC can contribute to this. There was a discussion about the ability of people to prevent emails that they did want to receive. **ACTION:** OHSC should talk with IRMO to find out how we can prevent safety issuances from being automatically deleted.

**Subcommittee on Reproductive Health** - Mark Jackson reported that the committee met last Friday and made a lot of progress. They used a reproductive health policy from Bayer Corporation as a starting point. The committee felt it was comprehensive and could be easily modified for a first draft. The committee members reviewed and modified this policy to make a first draft. Joyce Rodriguez has already typed and distributed the draft to the committee members. The committee meets again on March 23. It was thought that the draft may be ready for the committee at the next OHSC.

**Subcommittee on Policy Monitoring** - Bud Zebehazy reported that this committee had not met yet and they were not sure how they were going to approach the tasks. Additional members are needed to assist because of the large number of tasks. Some tasks will be simple followups, but others will require some in depth effort, i.e. expanding policies to all of CDC. Patti Simone indicated that discussions are needed with field staff on some of these tasks also.

**Visitors in the Workplace Policy** - Bob Hill reported that OD management was highly supportive and delighted to receive this policy. This policy will be adopted soon. Bob and Joe Carter reviewed final wording incorporating comments from the EPC and other CIO management. Included specific mention of: 1) credit union members (being allowed on CDC property to conduct business); 2) prearranged, preapproved educational programs for children will continue; 3) definition of "lab building" expanded to give CIO latitude to specific (with OHS approval) areas that are OK for visitors; 4) fish will be included in the prohibition of pets (GSA regulations indicate that "animals" are prohibited).

**Training Amendment** - Bob Hill reported that the EPC was concerned about the work elements in this policy and want to eliminate them. A sort of compromise was devised which kept the work elements for persons and supervisors working in high hazard areas.

Each CIO will have to determine if non-high hazard areas require work elements for safety training. Joe Carter agreed with this and will go forward soon. Kathi Kellar wanted to know who will inform all CDC that the revision has been made. Bob Hill indicated that MASO will do this. **ACTION:** Kymber Williams suggested that Ginny Bales or Joe Carter should send out an email with the attached policy to give it credibility. There were concerns about being able to get work plans changed by June 2001. Jerry Gardner indicated that engineering people do not have a work element for safety. Freida Quarles noted that some construction people do, but not people in the low hazard areas.

**Other Items** Frank Godbey reported that the envision was working much better today (due to new envision equipment). Kathi Kellar asked everyone to bring suggestions to every meeting for the awards recognition day. She indicated this is important so that we recognize those people who are making CDC a safer place. Patti Simone suggested adding another category to the CDC/ATSDR Honor Awards. Freida Quarles indicated there was a health and safety honor award category and the deadline was February 28. **ACTION:** Bob Hill was going to investigate this avenue of recognition.

Minutes recorded by Kyle Bachmeier and prepared by Bob Hill.